



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: T-3

February 20, 2008

TO. Each Supervisor

FROM. Donald L. Wolfe
Director of Public Works

**NOVEMBER 27, 2007, BOARD MEETING
AGENDA ITEM 10
PREFERENTIAL PARKING DISTRICT GUIDELINES**

The following is the status on the various items noted in your Board's Motion that was adopted on November 27, 2007, Agenda Item 10. Your action was taken in response to concerns raised with our proposal to form a preferential parking district in the San Pasqual neighborhood:

1. Install multiway stop controls at the intersections of Rose Villa Street at San Marino Avenue, Rose Villa Street at Oak Avenue, and Rose Villa Street at Craig Avenue.

The multiway stop controls have been installed.

2. Analyze whether any of these three intersections meet the County's guidelines to deploy crossing guards.

We have completed our study and have determined that none of these three intersections meet the Board-adopted criteria for crossing guard services.

3. Upgrade the existing uncontrolled crosswalks in the vicinity of the school with ladder-type markings for increased visibility and upgrade the existing signage.

The previously uncontrolled crosswalks in the vicinity of the school are now fully stop-controlled, as noted in No. 1 above. Therefore, it is no longer necessary to upgrade them with ladder-type markings.

4. Extend the sidewalk on the east side of San Marino Avenue an additional 100 feet to the boundary of the City of Pasadena.

We have requested the City of Pasadena's participation to further extend the sidewalk all the way to Del Mar Boulevard. We anticipate the installation of the sidewalk will be prior to classes beginning in fall 2008.

5. Remove existing No Parking and No Stopping signs on the west side of Craig Avenue and replace them with a Passenger Loading Zone between the hours of 7 a.m. to 9 a.m. and 2 p.m. to 4 p.m., School Days Only. This area will be the beginning of the drop-off/pick-up valet system recently initiated by the school.

This installation has been completed.

6. Remove the existing No Parking 7 a.m. to 9 a.m. and 12 noon to 4 p.m., School Days Only signs on the north side of Rose Villa Street and replace them with Passenger Loading Zone signs between the hours of 7 a.m. to 9 a.m. and 2 p.m. to 4 p.m., School Days Only.

This installation has been completed.

7. Remove the existing 20-minute parking zone in front of the school on the north side of Rose Villa Street to accommodate approximately 135 feet of additional parking for teachers and visitors to the school.

This installation has been completed.

8. Initiate proceedings in compliance with the vehicle code to notify the public of the possible removal of the marked crosswalk on the north stretch of Craig Avenue at Rose Villa Street. Removal of this marked crosswalk is intended to guide pedestrians at the south stretch.

Since this intersection will be fully stop-controlled, as noted in No. 1 above, it is not necessary to remove the marked crosswalk.

9. Install a No-U-turn sign at Rose Villa Street at Oak Avenue.

This installation has been completed.

10. Send a letter to Hamilton Elementary School requesting that they notify the parents of their students of the new passenger loading zones that will be installed and encourage them to drop-off/pick-up their children in a uniform direction, which is southbound on Craig Avenue, westbound on Rose Villa Street, and northbound on either San Marino Avenue or Berkeley Avenue.

We are working with the City of Pasadena to update their Walking Routes to School Map that was created for Hamilton Elementary School. Once this map update is complete, anticipated in 3 weeks, we will send it to the school along with the suggested drop-off/pick-up protocol that reflects the other changes noted in your Board's Motion.

Additionally, we were asked to compare the County's guidelines for establishing a preferential parking district with other jurisdictions, such as the Cities of Long Beach and Pasadena. We have found certain elements of these Cities guidelines to have merit. Consequently, our guidelines have been revised and are hereby attached for your information. A list of changes made to our guidelines is also attached for your reference.

If you have any questions, please call me, or your staff may contact William H. Higley, Deputy Director, at (626) 458-4016.

JQM:kw

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Attach.

cc. Chief Executive Office (Lari Sheehan)
County Counsel (Adrienne Byers)
Executive Office

CHANGES TO THE PREFERENTIAL PARKING GUIDELINES

Section New Section: Changes

- I. **PURPOSE:** No change.
- II. **DEFINITIONS:** No change.
- III. **INITIATION OF PREFERENTIAL PARKING DISTRICTS:** This section was named "Designation of Preferential Parking Districts." Subsection 1 has no change. Subsection 2 replaced with new subsection "Citizen Request."
- IV. **PROBLEM IDENTIFICATION:** This section was added to clarify when a preferential parking district may be considered. Original Section IV was moved to Section VI and renamed "Community Meeting."
- V. **PARKING STUDY:** This section was added to clarify when a Parking Study is initiated and what the Parking Study entails. The original Section V, "Designation Criteria" is deleted.
- VI. **FIRST COMMUNITY MEETING:** This is a new section outlining the need for a community meeting to discuss Public Works Parking Study findings and recommendations.
- VII. **RECEIPT OF PETITION:** This is a new section of the petition required to proceed with the establishment of the district.
- VIII. **SECOND COMMUNITY MEETING:** This is a new section which describes the community outreach, which will involve residents within the district, as well as those who are 500 feet beyond the proposed district.
- IX. **RECOMMENDATION OF PUBLIC WORKS:** No change.
- X. **BOARD ACTION ON PUBLIC WORKS' REPORT:** This is a new section, which describes Board's action necessary for the district.
- XI. **STREET POSTINGS:** This is a new section for the procedure for the installation of parking restrictions for streets once the district has been adopted by the Board of Supervisors.
- XII. **PERMIT DESIGN AND ISSUANCE:** No change.
- XIII. **RULES AND REGULATIONS:** No change.

PREFERENTIAL PARKING GUIDELINES

I. PURPOSE

The purpose of these guidelines is to supplement Part 5, Chapter 15.64 of the Los Angeles County Code by providing Public Works with the procedures and criteria that may be utilized in establishing preferential parking districts.

These guidelines do not apply to the existing preferential parking districts as of January 2008.

II. DEFINITIONS

1. The definitions contained in Part 5, Chapter 15.64 of the Los Angeles County Code shall apply to these guidelines.
2. *Commuter Vehicle* shall mean a motor vehicle parked in a residential area which is not owned, leased, or otherwise controlled by:
 - A. A resident who lives in the area to be designated as a preferential parking district.
 - B. An employer whose business establishment is located in the area to be designated as a preferential parking district.
 - C. An employee of a merchant whose business establishment is located in the area to be designated as a preferential parking district.
 - D. A guest visiting a resident living in the area to be designated as a preferential parking district.

III. INITIATION OF PREFERENTIAL PARKING DISTRICT

1. Board of Supervisors Designation

The Board of Supervisors may, at its discretion, designate a certain area to be considered as a preferential parking district, and authorize the Department of Public Works to undertake such surveys and/or studies and conduct public information meetings as deemed necessary to determine whether the area should be designated as a preferential parking district.

2. Citizen Request

The request must be received by a resident of a parcel abutting the proposed residential street segment for which the parking restriction is being requested.

IV. PROBLEM IDENTIFICATION

In determining whether an identified area does in fact have a valid reason to initiate a preferential parking district study, we shall consider factors, which include but are not limited to the following:

1. Whether other regulatory measures would better solve the problem (e.g., time-limit parking restrictions).
2. If there is a feasible and/or reasonable alternative to eliminate the parking problem caused by commuter vehicles on a regular basis. In other words, the goal is to modify the parking practices of commuter vehicles and not adversely transfer their parking practices onto other adjacent residential streets that are not within the proposed district.
3. Size of the proposed district. We are unable to recommend establishing a parking district that does not include at least one entire block. The costs to establish, administer, and enforce small districts are prohibitive.
4. The area contains apartments or condominium units, indicating that resident parking demand exceeds available on-street parking (such as one parking space available per 4 units).
5. The area's zoning allows nonresidential uses, indicating that preferential parking would negatively impact legitimate business uses.
6. A Parking Study (see Section V). A 66.7 percent or higher concurrence from the residents of the parcels abutting the street segment is necessary to initiate a Parking Study. This concurrence is usually demonstrated by the completion of the Initiation of a Parking Study Petition (IPSP) by a member of the community. Public Works will prescribe the format and content of the petition.

V. PARKING STUDY

A Parking Study is conducted to verify the parking problem exists during the said days and times.

1. The Parking Study, at a minimum, will include all street segments that are adversely impacted by commuter vehicle parking as defined in the IPSP noted in Section IV. In addition, all residential street segments immediately adjacent or nearby to the impacted street segments should also be examined. Any adjacent street segment that may be negatively impacted by the implementation of a preferential parking district should be included in the district.
2. The Parking Study should be conducted during the time and day that the problem occurs. To establish a preferential parking district the following criteria must be met:
 - A. The minimum parking occupancy level criteria is used to determine whether the parking supply is adequately satisfying the demand on a particular residential street or area. The occupancy is the ratio of the total number of parked vehicles versus the total number of available spaces. For further consideration, a minimum occupancy of 70 percent must be consistently observed during the days and times that the parking problem is said to exist.
 - B. If the minimum parking occupancy level of 70 percent is met, a minimum of 50 percent of those observed parked vehicles must be determined by interview, observance, or other valid means to be commuter vehicles.
3. Although unrelated to preferential parking, street sweeping is a valued service provided by Public Works. Therefore, the Parking Study will also include a recommendation on the posting of street sweeping – related restrictions within the proposed district.

VI. FIRST COMMUNITY MEETING

Upon completion of such surveys and/or studies, notice will be sent to the affected residents of the proposed district defined by Public Works and a community meeting will be convened for the purpose of public discussion of the

preliminary findings and recommendations of the Parking Study noted in Section V of these guidelines.

If the establishment of a preferential parking district is recommended, then a blank petition form for the establishment of the proposed district will be provided to a member of the community for the gathering of the signatures needed per County Code 15.64.610 for the establishment of the proposed district.

VII. RECEIPT OF PETITION PER COUNTY CODE 15.64.610

A petition of 66.7 percent (2/3) or more of the residents' concurrence within the proposed district is required to proceed with the district.

VIII. SECOND COMMUNITY MEETING

Once the petition of 66.7 percent (2/3) or more concurrence for establishment of the district is received, a community meeting shall be held. Everyone within the proposed district, as well as within 500 feet beyond the proposed district boundaries will be invited to this meeting. The purpose of this secondary meeting is to inform the community that the proposed district will be presented to the Board of Supervisors for their consideration.

IX. RECOMMENDATION OF PUBLIC WORKS

1. Within 60 days of the completion of the second community meeting, Public Works shall submit a written report to the Board of Supervisors, recommending whether or not the area under consideration should be designated as a preferential parking district.
2. Public Works' recommendations shall be based on its findings from all surveys and/or studies performed; concerns raised at the public meetings; the findings from Section IV of these guidelines which are applicable to the area, any factors used and conclusions reached to justify preferential parking for that particular district, the proposed street or boundaries of the district, and the proposed parking restrictions.
3. Any recommendation by Public Works to proceed with a preferential parking district will also include a recommendation to install street sweeping-related parking restrictions unless this type of restriction is already posted or otherwise deemed unnecessary in the Parking Study.

X. BOARD ACTION ON PUBLIC WORKS' REPORT

Upon receipt of the report from Public Works, the Board of Supervisors may adopt an ordinance establishing the district and the necessary parking regulations or it may make any other finding at its discretion.

XI. STREET POSTINGS

Once the district is formally adopted by the Board of Supervisors, streets within the established district shall be posted with the parking restrictions when a 66.7 percent (2/3) or more concurrence is received from the residents abutting the street proposed for restrictions.

XII. PERMIT DESIGN AND ISSUANCE

1. Each permit shall be designed to state or reflect thereon the particular preferential parking district and the date on which the permit shall expire.
2. Upon the permittee's change of residence or business location, the permittee shall surrender the permit remains to Public Works. If the permit is defaced, lost, stolen, or the permittee changes vehicles, Public Works shall be notified immediately.
3. The County shall collect the minimum fee established by order of the Board of Supervisors for replacement of permits. The replacement permit shall expire on the same day as the original permit.
4. In the event a permittee moves from one preferential parking district to another preferential parking district, Public Works shall collect the fee established by order of the Board of Supervisors for the transfer of the permit. The permits so transferred or replaced shall expire on the same day as do all permits in the district.
5. No refund shall be made for any unused portion of the permit's duration.

XIII. RULES AND REGULATIONS

Public Works, subject to such rules and regulations as may be prescribed by the Board of Supervisors, shall have authority to promulgate and administer rules to implement the administration of the preferential parking district and issuance of permits.